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# **Critical Skills Retention Bonus (CSRB) FY03**

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**Commanders' Counseling Material**

# **Critical Skills Retention Bonus (CSRB)**

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- **The CSRB is offered to officers in return for an active duty service commitment (ADSC)**
  - The bonus will be paid in 4 equal annual installments
  - Each payment will be \$10,000
  - Officers will incur a 4 year ADSC
  - No other payment options are allowed
    - Officers with full eligibility (see slide 6) cannot take less than the 4 year agreement

# Officer Eligibility

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- **Only eligible officers can receive the bonus**
  - Ability to download application does not guarantee eligibility
  - See AFPC implementation message for detailed criteria
- **Officers cannot have an established Date of Separation (DOS) within the CSRB ADSC time period (normally 4 years)**

# Officer Eligibility

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- **Only CORE AFSC is used to determine eligibility**
  - Officers must be deemed to be proficient in their career field by AFPC
  - Duty, Primary, Secondary, AFSCs do not have any bearing on CSRB eligibility

# Officer Eligibility

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- **Only officers within 4\*-14 years commissioned active service are eligible**
  - Total Active Federal Commissioned Service Date (TAFCS) is the only date used to determine eligibility
  - Officers must have completed their initial commissioning ADSC prior to receiving the CSRB
    - ROTC/OTS= 4 years
    - USAFA= 5 years
    - This is calculated from date of application, so officers may apply for the bonus if they become eligible during FY03 (see AFPC implementation message)

\* USAFA graduates 5-14 years TAFCS

# Officer Eligibility

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- Officers with a TAFCS prior to 6 Feb 91 are eligible for a reduced amount of the CSRB bonus

TAFCSD	# of Payments	Years ADSC
<b>6 Feb 88 - 5 Feb 89</b>	<b>1</b>	<b>1</b>
<b>6 Feb 89 - 5 Feb 90</b>	<b>2</b>	<b>2</b>

- Officers with a TAFCS prior to 6 Feb 91 or later are eligible for the ~~6 Feb 90 to 5 Feb~~ (or ADSC) bonus
- Officers **MUST** take the longest bonus ADSC they are eligible for
- Officers must not exceed 25 years TAFMSD prior to completing their CSRB ADSC

# Officer Eligibility

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- **Quality Factors**
  - Officers are disqualified from receiving the CSRB if they have any of the following:
    - Awaiting involuntary separation
    - Punishment in result of a Court Martial
    - Article 15
    - Referral OPR
    - Active UIF
    - Awaiting Military or Civil court action
    - Revoked or suspended security clearance

# CSRB Application

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- **Eligible officers can apply for the bonus immediately**
  - Application is on AMS, see the CSRB website for instructions
- **Officers who will complete their initial commissioning ADSC during FY03 may apply up to 60 days prior to their eligibility date**
  - Officers who do not become eligible until FY04 are not eligible to apply for the FY03 CSRB
- **All eligible officers must complete their applications by 31 Aug 03 to receive the FY03 bonus**
  - Note: because officers can complete the application 60 days prior to eligibility, those officers who become eligible on the last day for this bonus (30 Sep 03) can apply prior to the deadline

# CSRB Application

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- **Officers who wish to apply for the CSRB must print the CSRB application from the Assignment Management System (AMS), and:**
  - Read the AFPC FY03 CSRB Implementation Message
  - Read and agree to all the requirements of the CSRB Application
  - Be counseled by their CSRB supervisor
  - Sign the Application
    - Ensure that the email address on the Application is correct!

# CSRB Application

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- **Officers must have their CSRB application signed (recommending approval or disapproval) by their CSRB Supervisor**
  - The CSRB Supervisor is the first USAF Maj/GS-13 or above in their OPR rating chain
  - For officers without a USAF Maj/GS-13 or above, or officers in programs (PME, AFIT, etc) that will generate a Training Report instead of an OPR, the AFPC assignment team branch chief will be your CSRB Supervisor
  - See the CSRB Website for information on CSRB supervisors recommending disapproval

# CSRB Application

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- **Officers must MAIL the CSRB application to AFPC after they and their CSRB supervisor sign**
- **Officers will receive an email when the application is received and entered into the approval tracking system**
  - Officers who have not received notification within 15 working days of mailing the application should call the AFPC Contact Center
- **Officers will receive another email when the application has been approved**
  - Payment should be within 30 days of approval

# CSRB Dates

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- **CSRB effective date:**
  - This is the date the application is approved by AFPC
- **Payments will be made on the anniversary of the CSRB effective date**
  - The first payment will be made as soon as possible after contract approval
- **The CSRB ADSC will start on the effective date**

# CSRB Restrictions

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- **During the CSRB ADSC officers will NOT be allowed to:**
  - Change core AFSC
    - Officers may still serve in Duty AFSCs outside the core, as determined by their assignment team
  - Apply for a retirement/separation date within the ADSC
- **Officers unwilling to serve the entire length of their CSRB ADSC on active duty with their current core AFSC should NOT apply for the bonus**
  - Officers will not be able to voluntarily terminate their ADSC early
  - Offering repayment of bonus payments already received will not allow the officer to prematurely exit their ADSC

# CSRB Termination

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- **Actions by an officer which result in their no longer meeting the eligibility criteria (removal from core for cause, any quality force action on slide 7) will cause their CSRB to be terminated**
  - All future payments will be forfeited
  - The unearned portion of the bonus will be **RECOUPED!**
    - The unearned portion is the percentage of the contracted year that was not completed
    - Example: If an officer receives an Art 15 punishment 4 months after his CSRB approval anniversary date, then the unearned 8 months (66%, \$6,666.66) must be repaid

# CSRB Information

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- **All CSRB information and a list of Frequently Asked Questions (FAQs) is available on the CSRB website**
  - <http://afas.afpc.randolph.af.mil/csr/>
- **For further questions please contact the AFPC Contact Center**
  - DSN 665-2949 or 665-5000
  - Toll Free 1-866-229-7074
  - Email: [csrb@randolph.af.mil](mailto:csrb@randolph.af.mil)